

# Checklist for food allergens

The aim of this checklist is to assist you in considering your allergen management procedures so that you can identify the areas which require controls for the safe handling of allergens and go on to complete an allergen risk assessment in your business.

Staff member:

Date:

Business name:

## Allergen management and training

Consider the following:	Yes/no	Comments/action required
Is there a system in place to manage allergens in the food you serve?		
Have your staff completed allergen awareness training in the last 12 months?		
Have your staff been trained in your specific procedures regarding customers who have allergies or intolerances?		
Are your staff confident in their knowledge of allergens and the procedures in place?		
Have they demonstrated to you that they can follow the procedures in place?		

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Allergen management and training		
Consider the following:	Yes/no	Comments/action required
Do you provide refresher training that updates your staff on any law changes - i.e., the introduction of Natasha's Law.		
Is it clear to customers and consumers where your allergen information is provided?		
Kitchen procedures		
Consider the following:	Yes/no	Comments/action required
Have you considered the risks of cross-contamination of allergenic ingredients when storing and preparing food?		
If ingredients are transferred or decanted from their original packaging into your own containers, is there a procedure in place to clearly identify the allergens present in the product? For example, do you keep the labelling?		
Are there procedures in place when a product or dish is prepared for a customer with an allergy or intolerance?		

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Kitchen procedures		
Consider the following:	Yes/no	Comments/action required
Do you communicate cross-contamination risks to your customers?		
Do you have procedures in place to minimise allergenic cross-contamination?		
Are your staff aware of when to add 'may contain' to your product labels if cross-contamination cannot be avoided?		
Do you sell pre-packed for direct sale (PPDS) products?		
Are your PPDS products equipped with the correct labelling in regards to Natasha's Law?		
Do you have a process in place to record allergens contained within products that are delivered?		
Do you have a procedure in place should an ingredient change within a product?		
Do you have a procedure in place for when you need to purchase adhoc or last minute local products?		

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Front of house procedures		
Consider the following:	Yes/no	Comments/action required
Do you have a procedure and appropriate signage which tells customers where they can find allergen information on the food you serve?		
Is there a procedure to follow when taking orders from customers who have an allergy or intolerance?		
Are your front of house staff fully prepared with allergen documentation to deal with customers who may have an allergy, intolerance or coeliac disease, i.e., knowing the location of the allergen information sheet for dishes and understanding how to read it.		
Are your front of house staff knowledgeable of whether dishes can be altered to remove an allergen?		

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Phone or internet order procedures		
Consider the following:	Yes/no	Comments/action required
Do you have a website to advertise and/or take orders, if yes, are the allergens provided for each product or dish in order to comply with the distance selling allergen regulations?		
Are your staff trained to provide allergen information to customers before the order is placed and at the point of delivery?		
Is there a system in place to identify a meal that has been prepared for a customer with an allergy or an intolerance?		
Can you guarantee that there will be no allergenic cross-contamination when preparing and delivering the product to a customer?		